

University Christian Church

Tuesday, January 31, 2017, 6:30 p.m.

Walker Hall

Jeanne Duke, Chair

Assembly Meeting Minutes

UNAPPROVED

A regular meeting of the members of the Assembly of University Christian Church was called to order at 6:38 p.m. by Jeanne Duke. The opening prayer was given by Judy Stempel.

Approval of Minutes – A motion to approve the October 25, 2016 minutes was made by Gregg Lehman, and seconded by John Tomlinson. The minutes were approved.

Yakama Mission Resolution on the Doctrine of Discovery for July 2017 General Assembly - Tyler Heston shared the resolution being put forward by the Yakama Mission to the General Assembly 2017. Yakama Mission is seeking co-signers of the resolution. He brings the resolution to the Assembly tonight to ascertain whether UCC is interested in participating in the signing of this resolution. Scott Wheatley asked what exactly our signature implies. Jeanne explained that if we choose to sign, our name will be listed as a congregation in support of the resolution in their documentation. Gregg Lehman inquired as to whether or not we, as a church, have explored ways in which we can be supportive of this resolution. Jeanne said we have not looked in to specifics.

Scott Wheatley asked for some information about Yakama Mission. Russ Boyd came forward and shared some of the history of the Yakama Mission. He said that originally the church was very small. They operate a farm and bring missionaries onto the farm to learn about the local tribes and their history. We connect with the cultural center there. They do advocacy on the part of the community and learn about the history of the Yakama Mission. Larry Alland stated that this helps us assume our indigenous sense and is an awakening for us as a religion. The motion for UCC to participate in the signing of the resolution came from the Board. Judy Stempel seconded the motion. Motion passed.

Special guest – Sharon Watkins, General Minister & President of the DOC – Jean introduced Rev. Watkins by stating that she is first female leader of the DOC denomination. She has done

mission work in the Congo and has a great ministry. Rev. Watkins expressed her thanks for allowing her to come by while she is in town. She also expressed her gratitude to UCC for all we do. In these days in the world, there seems to be such fragmentation and violence everywhere. The word and hope that we bring is that we can be one as a whole. Something the world needs right now. She says it is great to say thank you. She has had an opportunity to see the things we do around the world and she is grateful to this congregation who does so much. She said it is a privilege and pleasure to be with us.

Overview of Communication Strategy - At the retreat the board discussed three goals. Patty Polling is here to discuss the Communication program. Pam Miller expressed her appreciation for the new banners and changes Patty has already implemented. Monty expressed his love for the new monthly schedule – the clarification has been very helpful. Scott Wheatley stated that Patty is doing an outstanding job.

Finance Report – Mike Morton, Finance Chair, gave the following report:

December 31, 2016

Consolidated Balance Sheet – (Detail Page 6)

As of December 2016 operating cash balance is positive at \$811K and up comparatively to December 2015 by \$34K. UCC Equity is also positive at \$658K – up \$103K from last year. Please note - these are unaudited year end totals and subject to final journal entries and audit adjustments.

	12/31/2016	11/30/2016	12/31/2015 (Audited)
Operating	\$811,000	\$715,000	\$777,000
Restricted	822,000	648,000	688,000
Capital	472,000	507,000	513,000
Endowment	4,000	7,000	257,000
Consolidated	\$2,109,000	\$1,877,000	\$2,235,000

Unified Operating Report - (Detail Pages 7-8)

Pledges, Contributions & Offering (PCO Income) finished the year \$102K below budget. Mineral income ended the year behind budget (\$60K) as expected.

Expense Variances –

- Personnel expense was a positive \$59K.
- Administration General was over budget \$20K primarily due to the consulting fees for the Compensation Study completed earlier in the year.
- The New Program Opportunity and Capital transfer line items were not necessary and created a \$175K positive variance. These two items alone absorbed the majority of the deficiency on the income side.
- Across all ministry areas, departments were under budget a combined \$30K.
- Total expenses ended the year under budget by \$303K.

Net overall operating income is \$103K – a \$81K positive variance to budget.

Capital Budget Report – (Detail Page 9)

The renovation to re-purpose the former library space has been completed. This included renovation of the adjoining hallways and making both restrooms handicap compliant. We received project-specific donations totaling \$14,500, with costs detailed as follows:

Project Costs:

General Contractor - \$74,950

Video/AV - \$3,229.

Lights - \$4,054.

Hardware - \$477.

Tables & Chairs - \$5,340.

Shutters - \$2,300.

Total Costs: \$90,350.

Net Project Cost: \$75,850. (vs. approved project budget of \$115,000)

Table desk & chair, annual IT replacement computers, and sound board project items were among the other purchases recently made from our Capital Fund. Balance available for capital projects as of 12/31/16 is \$447K.

Restricted Reserve Report – (Detail Pages 10-11)

See attached report for highlights.

Detailed activity as follows:

Gifts of Hope (GOH) total receipts for 2016 - \$23,242!! Incredible support this year!

GOH - UCC Ministries: \$10,827

Prom Dreams - \$225

Kids Hope - \$350

Page Scholarship - \$650

Room in the inn - \$1,100

Xmas Angels - \$2,960

Children's Closet - \$4,173

Mission - \$1,369

GOH - Outside organizations - \$12,415

Women's General Reserve – A Donor contributed \$25K to be used to benefit women's issues & needs.

Donations of \$3,000 were given to each of the following seven agencies that provide services & support to women.

Opening Doors for Women

Refugee Services of TX

Rescue Her

Tarrant Churches Together

The Ladder Alliance

The Women's Center

Traffic911

The remaining \$4K will be transferred to support UCC Refugee efforts.

2017 Proposed Budgets & Action Items

2017 CAPITAL BUDGET (Detail Pages 12-13)

The Capital Budget proposed for 2017 is summarized as follows:

Beginning Cash Balance		\$ 472,300.
Projected Income		209,146.
Proposed Projects:		
Carry-over from 2016	\$ 7,931.	
New Proposed Projects	<u>353,000.</u>	
Total Projects Proposed		360,931.
2016 Expenses payable in 2017		<u>10,969.</u>
Projected Ending Cash Balance		\$ 309,546.
Less Restricted Reserves for Memorial Room		(25,164.)
Projected Ending Net Cash Balance		\$ 284,382.

MOTION: The Board of Stewards recommended approval of the 2017 Capital Budget to the Assembly as presented. Ken Hubbell seconded the motion and the 2017 Capital Budget was approved.

STEWARDSHIP



Campaign Final Results – as of Jan. '17 (Detail Page 14)

	2017	2016 (as of Jan. '16)	Difference
# of Pledges	538	564	(26)
Total Dollar	\$2,060,794	\$2,062,184	(\$1,390)
# of New Pledges	68	44	24 - \$31,826
# of Increased Pledges	159	208	(49)- (\$28,246)
Net of Pledge Changes	\$137,216	\$107,985	29,231

Thank you to Committee members Bobby Hawley, Chad Cline, Harry Parker, Brian & Kristie Gibson, Sandi Kennedy, Charles Sanders and Carolyn Critz for their efforts in leading our campaign this year! Special thank you to Bobby Hawley for chairing the campaign and all he did to coordinate a terrific campaign! Definitely some things to celebrate!

- Based on final campaign results, total pledge dollars are within \$1400 of last year.
- Total pledging units are down 26 – or 5% - from 2016.

- We added 9 major donors this year – 4 of which were new pledgers.
- All but 3 of our major donors renewed their pledges this year. That's a great number! We don't have any indication that the others won't continue to support UCC.
- Net impact of new pledgers and pledge increases and decreases was an increase of \$30K over 2016.

Those that remain committed to the practice of pledging rise to the challenge year after year and support generously and whole heartedly! We thank all of those members! We also continue to have generous contributors as well and those members we thank dearly for their continued support! We will strive this year to continue this incredible ministry and inspire continued generosity and we'll strive to tell our story to all who'll listen! It'll be a great year for University Christian Church!

2017 UNIFIED OPERATING BUDGET (Detail Pages 16-17)

The budget process begins in early September when UCC staff receive worksheets to prepare their budgets for the upcoming year. Between then and December, adjustments are made as needed as plans for the upcoming year firm up, current year expenditures are finalized, and variances between accounts become more visible.

The Finance Committee and Board of Stewards begin reviewing the draft budgets in October.

Income Budgeting & Highlights:

- Pledges, Contributions & Offering income is budgeted based on actuals for the past 3 years (**Detail Page 15**). This is consistent with our budgeting process for the past several years and includes updated 2016 information. For 6 of the past 8 years, total PCO income has been very consistent between \$2,420,000 and \$2, 490,000 despite declining pledging units. During that period there were 2 years (2010 & 2016) in which we had no settled senior minister.
- Mineral Income has been decreased based on actuals
- Lease & Rental Income has increased based on actuals of TCU lease and others
- Adjusted WDS budget to Unified Budget
- Decreased Endowment Income based on a 4.25% distribution rate
- Decreased Restrictions Satisfied transfers due to special events & trip variances per ministry requests

Expense Budgeting & Highlights -

- Personnel – adjusted to reflect new hires, compensation adjustments to market, and Legacy Benefits
- Healthcare – adjusted to reflect actuals of market policy and projected HRA costs
- Administration General – removed Senior Min. Advised Fund transfers. (These funded from reserve as needed and requested with net impact to budget of 0.00).
- Capital Transfer – Removed for 2017. Capital Fund has a beginning reserve balance of \$447,136.
- Worship & Worship Music – Budgets realigned to address department changes
- New Program opportunity – Removed for 2017. This budget line item was added in 2015 to set aside funding to address any potential recommendation for new ministry or service opportunities.
- Boar's Head – Adjusted budget back to 2015 numbers (excluding 40th Anniversary expenses). Budget adjustment will be made in March once all 2017 actual expenses are known.
- Outreach – Adjusted 10% unrestricted income & removed women's reserve one time transfer

MOTION: The Board of Stewards recommended approval of the 2017 Operating Budget to the Assembly as presented. Linda Brookshire seconded the motion and the 2017 Operating Budget was approved.

BUDGET AMENDMENT AUTHORITY

***Approval of Delegation of Amendment Authority** - This approval allows the Finance Committee and Board of Stewards to make changes to the approved budgets throughout the year within limits. These remain the same as 2016 with the exception of the BOS limitation of Capital Fund 3 expenditures, which is limited to 5% of the annual budgeted operating expenses.

MOTION: The Board of Stewards recommended approval of the delegation of amendment authority to the Assembly as noted below: Lee Brookshire seconded the motion and the delegation of amendment authority was approved.

Operating Fund 1

Approval permitted by	Budget Impact	Transaction limits	Annual Limits
Finance Committee	Net effect of \$0 - Reserve fund expenses	\$ 50,000	125,000
	Net cost to General Operating Fund	\$ 10,000	20,000
Board of Stewards	Net effect of \$0 - Reserve fund expenses	\$ 100,000	250,000
	Net cost to General Operating Fund	\$ 50,000	100,000

Capital Fund 3

Approval permitted by	Budget Impact	Transaction limits	Annual Limits
Finance Committee	Capital or Reserve fund expenses	\$50,000	\$ 125,000
BOS	UCC Bylaws 7.6(d)[4]: BOS may approve capital expenditures during a fiscal year up to an aggregate of 5% of total approved operating budget, or \$182,009 in 2016		\$ 180,958

Theatrical Lighting Refit - Jack Stewart explained the need for the new lighting in the Sanctuary. He shared that the biggest advantage to the updated lighting will be the cost effectiveness for usage. The new lighting will essentially pay for itself within three years. (Report in packet)

Roof to be replaced – A hail storm last St. Patrick’s Day caused damage to our building and it needs to be replaced. Through negotiation efforts over the past six months, insurance has now agreed to replace the entire roof. The cost to UCC is the deductible of \$47,000 but the whole project will be in the high six figures. We will have cranes and scaffolding for this huge project which will begin after Easter.

CLG Nomination Report - Dave Martin, chair of the CLG, announced that nominations are now being taken for Deacons, Elders, Stewards and Officers of the Board of Stewards. To simplify the process this year they are using cards for members to submit the names of their nominations. Anyone may submit names for Deacons and Elders; only members of the Assembly may submit names for the Board of Stewards and Board Officers. The CLG began their work on January 15, the recommendations for nomination will close on February 15. The names will be submitted to the Board by April 15.

There are two vacancies on the CLG. Dave brings the names of Cheryl Robison and Pam Atchison to fill these vacancies. Judy Stempel made a motion to approve these new members to the CLG and Laura West seconded. Motion passed.

Sr. Minister Search Committee Report - Lee Nelson and Danyelle Ackall announced that an email was sent to the congregation today outlining the search process. Lee shared the timeline for the Search Committee. He emphasized the need for us to know exactly what it is we are looking for in a Senior Minister. The committee met for the first time in January. The immediate goal is to complete the congregational profile. Lee reports that we are on track with this goal. The next goal, before opening the search process, is to define what we are looking for. Danyelle shared that there will be a survey compiled by Patty Poling for members of the congregation to complete. She stressed the need for feedback from the congregation and requested that everyone complete the survey when it is available.

In April, the congregational profile will be submitted to the regional office who handles the search and call paperwork. The co-chairs ask that members please respect the integrity of the committee and their need for confidentiality. Names of potential candidates will not be shared. The committee will be doing phone screens and skype visits with potential candidates. By August, on site visits will be made. The hopes are that by September, the committee will have a candidate and will be able to make an offer, in order to have someone in place by the beginning of Advent.

A question arose as to whether or not the results of the congregational profile will be available to members, and we were told that it will be available. John Tomlinson asked about the creation of the survey, and Danyelle shared that Patty will be integral to developing the survey. Larry Alland inquired as to whether or not the committee will be open to candidates from the United Church of Christ, as we share ordination with them. Danyelle assured him candidates would be considered if they meet the criteria established by the committee.

Senior Minister Report - Chuck shared that he continues to be honored to be here at UCC. He thanked Jeanne for her leadership and Mike Morton for his work with the budget. He expressed thanks to Sharon Watkins for being here. He shared that his role in the Search process is to serve as a resource person. Chuck thanked Patty for her work in the communications area; she will be compiling the information that is collected for the congregational profile.

The Board of Stewards will have a joint retreat with the ministry staff on February 11. They will be looking at core values as well as a SWAT analysis. Chuck expressed his thanks for the Boar's Head and Yule Log Festival. The hours of time spent by various groups in the church are vast. Chuck shared that we must be careful in these times of social tensions; we have an obligation to live the love of God. Tomorrow night, we will have a prayer vigil with the labyrinth available. Next week, February 8, UCC will host an interfaith service. Jessica Vacketta shared that the ministerial staff has been listening to the concerns of our community and these concerns are what have precipitated the availability of the labyrinth tomorrow and interfaith service next week.

Update from Board of Stewards - Jeanne shared that the Board will be having a one day retreat on February 11, as mentioned above. Rev. Christy Drechsel from the TBA office will be assisting the Senior Minister Search Committee. The personnel committee approved using a new model for evaluations of the staff – the Adaptive Staff Development Process developed by Rev. Susan Murtha. Training for facilitators will take place after Easter.

Adjournment and Closing Prayer – The meeting was adjourned at 8:14 p.m. following the closing prayer by Rev. Chuck Rolen.

Respectfully submitted,

Carol Wilkerson
Board Secretary

Thelia Chaffin
Administrative Assistant to the Senior Minister